

4.2. Org Manager Job Aid: Non-exempt Employee Timecard Sign Off Status (Dataview)

Purpose: Org managers must sign off to submit timecards to Payroll for processing. Any timecard that is not signed off will not transmit to Payroll. Timecards must be clean and complete before sending to Payroll. For non-exempt employees, all missing in/out punches and time off requests must be resolved before sign off.

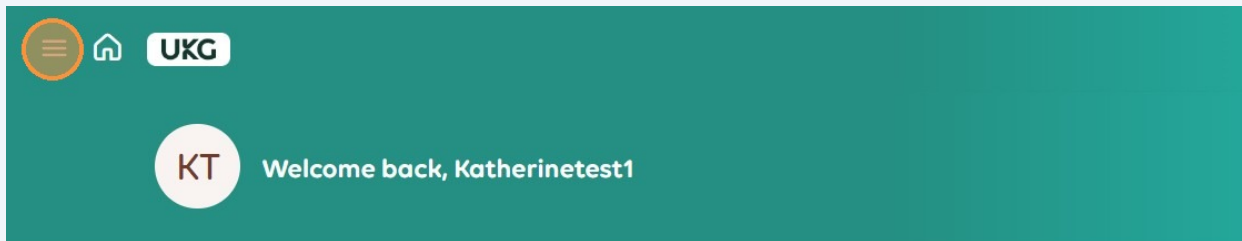
1 Login to LoboTime. Click on the three stacked bars in the upper left corner.

For instructions on logging into LoboTime, refer to *Supervisor Job Aid: General Access & Dashboard*.

Related Job Aids:

To review the status of time off requests, refer to *Org Manager Job Aid: Time Off Requests (Dataview)*.

To review and resolve a leave request, refer to the *Supervisor Job Aid: Approving Leave Requests for employees*.



HR and Payroll Updates

HR and Payroll encourage you to review the information on our website.

time.unm.edu

Payroll deadlines are available here.

payroll.unm.edu/mypay/pay-schedule.html

Here are job aids to help you with LoboTime

time.unm.edu/resources/job-aids_ukg_v1.pdf

Current actual leave balances are maintained

UNM's Employee Dashboard, not in LoboTime

Please go to the link to see your current balance

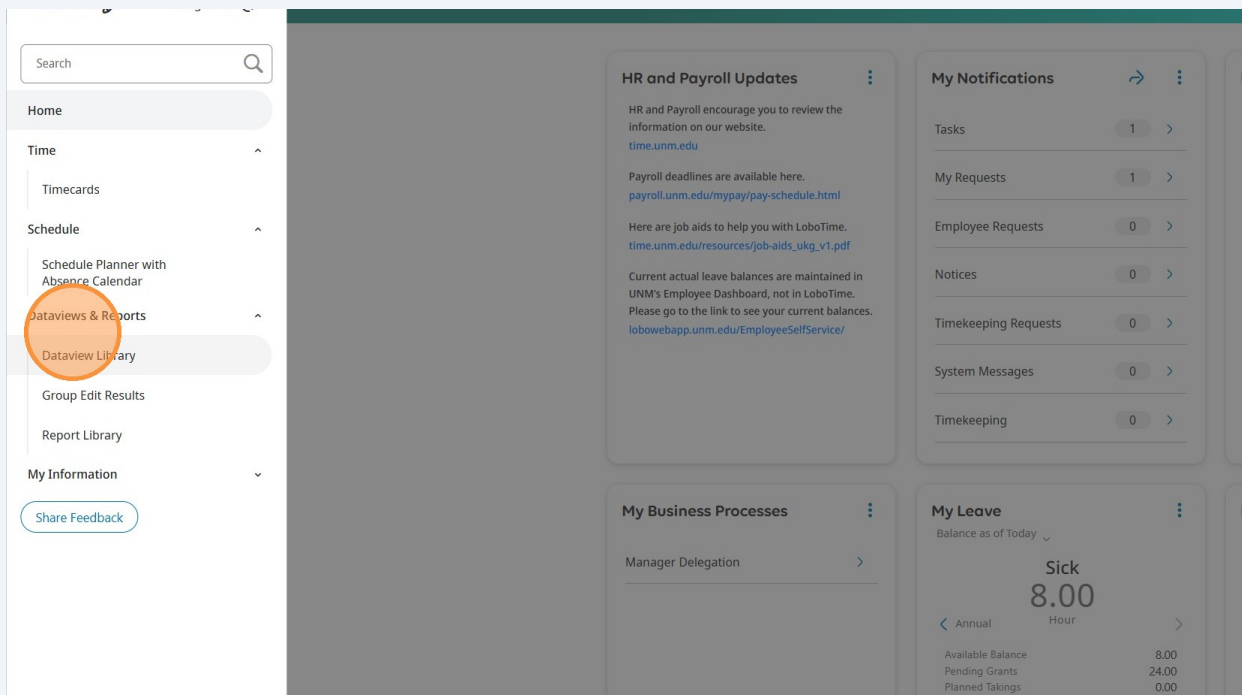
time.unm.edu/resources/job-aids_ukg_v1.pdf

2 Click on 'Dataviews & Reports'. Then click on 'Dataview Library'.

The Dataview Library has predefined dataviews related to employee information, schedules, and timecards, with the ability to sort, filter, group, and perform actions on data.

A **dataview** may look similar to a **report** in LoboTime. However, the key difference lies in **functionality and purpose**:

- **Dataviews** are *dynamic, interactive, actionable, and show real-time information.*
- **Reports** are *static snapshots and cannot be edited.*



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Dataviews in LoboTime are sorted by category, such as 'Attendance', 'Audit', and 'Scheduling', and then alphabetically within each category.

Under the Timekeeping category, click the "Sign Off Status" dataview.

Subject:

Audit
Count: 7

Name: Comments and Notes Subject: Employee	Name: Delegation Audit Subject: Employee	Name: Leave Audit Page Subject: Employee
Name: TEST - Timecard audit Subject: Employee	Name: Time Audit Subject: Employee	Name: Timecard Changes Subject: Employee

Other
Count: 6

Name: Data and Totalization Status - Support Subject: Employee	Name: Employee Summary - Basic Subject: Employee	Name: Employee Summary - Demographic Subject: Employee
Name: Employees By Organization Subject: Employee	Name: Multiple Assignment Details Subject: Employee	

Scheduling
Count: 6

Name: Schedule Planner Column Set Subject: Employee	Name: Schedule Summary - Full Subject: Employee	Name: Schedule Summary - Paycode Subject: Employee
Name: Time Off Requests History Subject: Employee	Name: Time Off Requests Info Subject: Employee	

Timekeeping
Count: 16

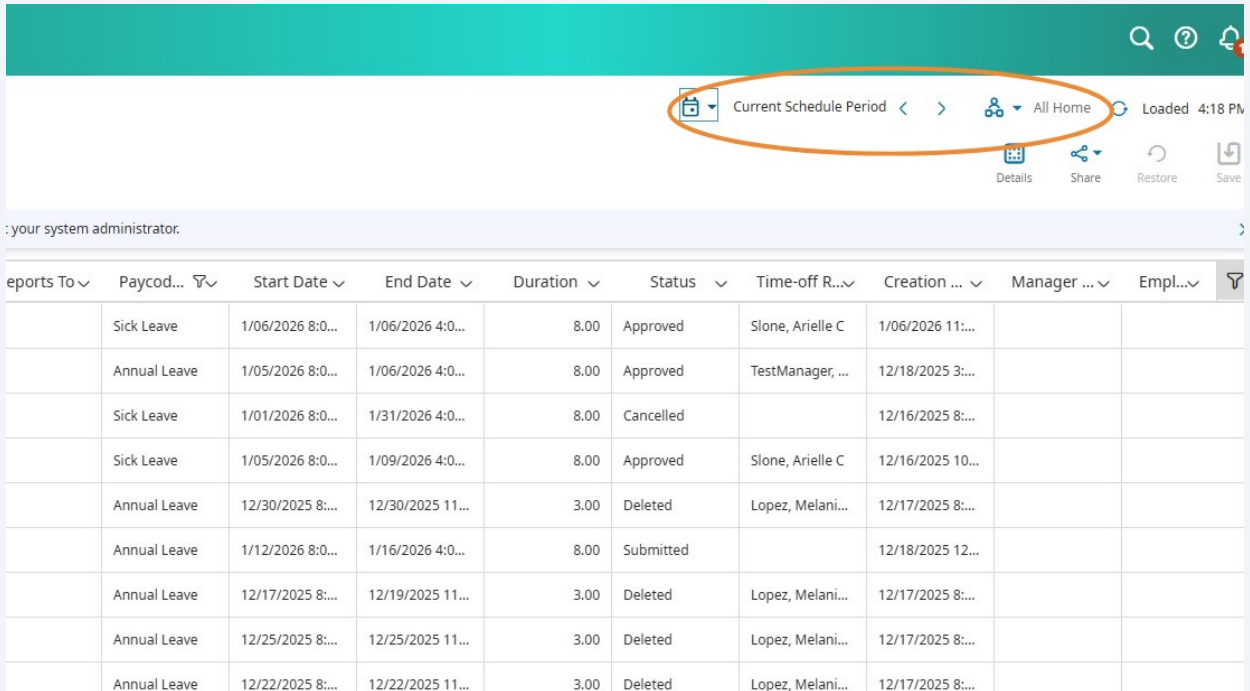
Name: Accrual Details - Basic Subject: Employee	Name: Accrual Details - Full Subject: Employee	Name: Accrual Transactions Details Subject: Employee
Name: Employee Approval Summary Subject: Employee	Name: Employee Hours by Day Subject: Employee	Name: Employee Hours by Job Subject: Employee
Name: Exception Summary Subject: Employee	Name: Exempt Assignment Hours Worked Subject: Employee	Name: Hourly Employee Timecard Subject: Employee
Name: Overtime Summary Subject: Employee	Name: Punch Audit Subject: Employee	Name: Sign Off Status Subject: Employee

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It is critical to select the appropriate pay period or date range, followed by the type of employee data to view. This ensures the correct set of employees is selected for the specified pay period.

This can be done a couple ways:

1. **To select a pay period or date range**, click on the calendar icon and select the appropriate timeframe to view.
2. **To select the type of employee data to view**, click on the 'Hyperfind' link (triangle icon with circles at each apex). A Hyperfind **is a filter** that quickly finds a specific group of employees based on defined criteria.



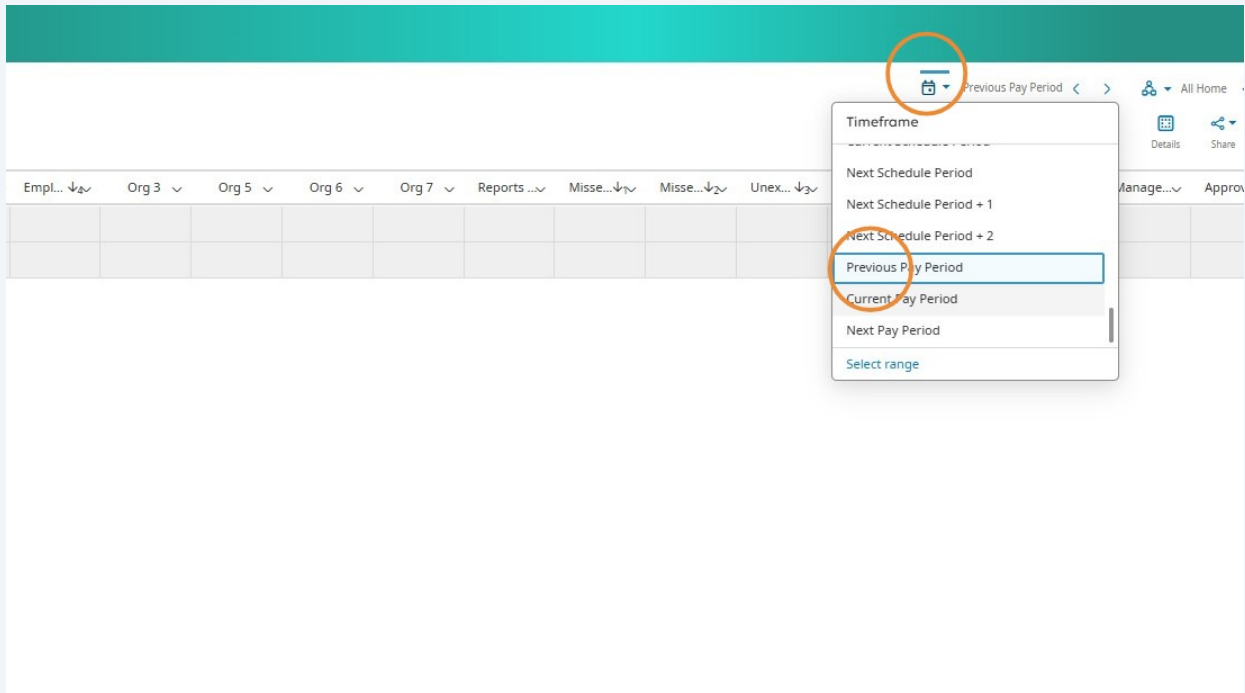
The screenshot shows a software interface with a teal header bar. In the top right corner, there are icons for search, help, and notifications. Below the header, a navigation bar contains a calendar icon, the text 'Current Schedule Period', and navigation arrows. A red circle highlights this area. To the right of the calendar icon is a 'Hyperfind' icon (a triangle with circles at its vertices) and the text 'All Home'. Further right are icons for 'Details', 'Share', 'Restore', and 'Save'. Below the navigation bar, there is a light blue bar with the text ': your system administrator.' and a right-pointing arrow. The main content area is a table with the following columns: 'Reports To', 'Paycod...', 'Start Date', 'End Date', 'Duration', 'Status', 'Time-off R...', 'Creation ...', 'Manager ...', and 'Empl...'. The table contains 10 rows of data.

Reports To	Paycod...	Start Date	End Date	Duration	Status	Time-off R...	Creation ...	Manager ...	Empl...
	Sick Leave	1/06/2026 8:0...	1/06/2026 4:0...	8.00	Approved	Slone, Arielle C	1/06/2026 11:...		
	Annual Leave	1/05/2026 8:0...	1/06/2026 4:0...	8.00	Approved	TestManager, ...	12/18/2025 3:...		
	Sick Leave	1/01/2026 8:0...	1/31/2026 4:0...	8.00	Cancelled		12/16/2025 8:...		
	Sick Leave	1/05/2026 8:0...	1/09/2026 4:0...	8.00	Approved	Slone, Arielle C	12/16/2025 10...		
	Annual Leave	12/30/2025 8:...	12/30/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		
	Annual Leave	1/12/2026 8:0...	1/16/2026 4:0...	8.00	Submitted		12/18/2025 12...		
	Annual Leave	12/17/2025 8:...	12/19/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		
	Annual Leave	12/25/2025 8:...	12/25/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		
	Annual Leave	12/22/2025 8:...	12/22/2025 11...	3.00	Deleted	Lopez, Melani...	12/17/2025 8:...		

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When selecting the pay period or date range, it is important to note that UNM has two payroll schedules: **a biweekly payroll for non-exempt employees and a monthly payroll for exempt employees.** Selecting the correct pay period is essential to ensure accurate payroll processing for both biweekly and monthly schedules.

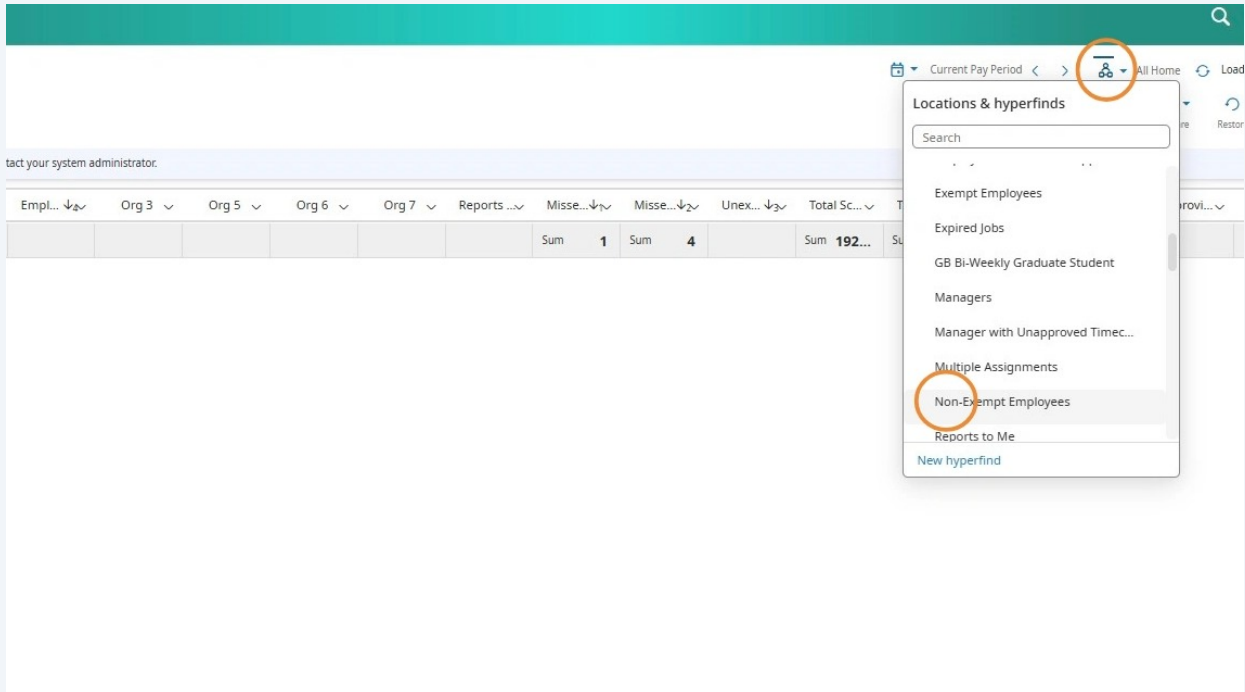
To change the pay period, click the calendar icon and select the timeframe to view.



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To view timecard approval status for non-exempt employees, click on the 'Hyperfind' link (triangle icon with circles at each apex) and select 'Non-exempt Employees' from the list.

Note: To view timecard approval status for exempt employees, refer to *Org Manager Job Aid: Exempt Employee Sign Off (Dataview)*.



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Click the drop-down arrow in the 'Grouped by...' column and select the False/True status to display all employees. In this example, the 'False' drop-down has already been clicked, indicating the employees whose timecards still require action prior to sign off.

- **'False'** status designates any timecard that does not have both the employee and supervisor approval.
- **'True'** status designates any timecard that has both the employee and supervisor approval.

The screenshot shows the UKG Sign Off Status interface. At the top, there is a navigation bar with a home icon, the UKG logo, and the title 'Sign Off Status'. Below this, there is a 'Sign Off Status' dropdown menu and a row of icons for 'Select all', 'Refine', 'Zoom', 'Track time', 'Approval', and 'Requests'. A blue information banner states: 'Information Data within Reports To cannot be retrieved. Contact your system administrator.'

The main content is a table with the following columns: 'Grouped by...', 'Signed Off', 'Employee ID', 'Employee ...', 'Org 3', 'Org 5', and 'Org 6'. The 'Grouped by...' column is currently set to 'False (12)'. The table lists several employees, including Whitman, Joshua M, Vigil, Robin V, Testorgmanager, Strawn, Daisy, Scott, Sarah R, and Rodriguez, Christ... Each row has a checkbox in the first column.

✓	Grouped by...	Signed Off	Employee ID	Employee ...	Org 3	Org 5	Org 6
<input type="checkbox"/>	False (12)						
<input type="checkbox"/>				Whitman, Joshua M	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
<input type="checkbox"/>				Vigil, Robin V	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
<input type="checkbox"/>			COMPKATHST	Testorgmanager, ...	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
<input type="checkbox"/>				Strawn, Daisy	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
<input type="checkbox"/>				Scott, Sarah R	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...
<input type="checkbox"/>				Rodriguez, Christ...	ADG-VP Institutio...	314A-Parking Tra...	314B-Parking Tra...

8

Review 'Missed In Punch' and 'Missed Out Punch' columns for errors. The first row displays the total missed punches (in and out) for the entire organization. Each employee's individual count appears in their row. In this example, the organization has 1 missed in punch and 3 missed out punches.

by...	Signed ...	Employ...	Empl... ↓	Org 3	Org 5	Org 6	Org 7	Reports ...	Missed In Punch ↓	Missed Out P... ↓	Un	
)									Sum	1	Sum	3
			Enriquez, Cl...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...		1		1	
			NONEXTEST1	Nonexempt...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...			1	
			Anderson, ...	ADF-Human...	730A-Huma...	730B-Huma...	730B1-HR A...				1	
			Yanez Lopez...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...					
			COMPSAND...	Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...				
			COMPELEN...	Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...				
			Rivera, Deni...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...					
			Reyes, Sand...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...					
			Poncho, An...	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR Cl...					
			Ortiz, Antonio	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR Cl...					
			Medio, Eli...	ADF-Huma...	730A-Huma...	730B-Huma...	730B1-HR B...					

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The Org Manager should contact the appropriate supervisor to correct any missed in or out punches. Supervisors must work with their employees to resolve any issues prior to approving timecards and before the Org Manager signs off.

In limited circumstances, the Org Manager may need to make a change to a timecard. To navigate to an employee's timecard, right-click the missed punch. A pop-up will display the employee's name and details. Click on 'Go to' and select 'Timecard' to make any necessary changes.

Related Job Aid:

For information on how to correct a missing timecard punch, see *Supervisor Job Aid: How to Correct a Timecard Punch and Add a Missed Punch (Non-exempt)*.

All missed punches must be resolved before the Org Manager signs off.

Enriquez, Cl...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...			1	1			68.00		
Nonexempt...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...				1			72.00		
Anderson, ...	ADF-Human...	730A-Huma...	730B-Huma...	730B1-HR A...				1			72.00		
Yanez Lopez...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...						16.00	80.00	FULL	NON
Testnonexe...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Rivera, Deni...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...						40.00	80.00		
Reyes, Sand...	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...							40.00		
Poncho, An...	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR CL...							40.00		
Ortiz, Antonio	ADF-Human...	730A-Huma...	730B-Huma...	730B3-HR CL...							40.00		
Morin, Eliza...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Lopez, Arian...	ADF-Human...	730A-Huma...	730C-HR Ser...	730B5-HR S...							40.00		
Hayden, Ste...	ADF-Human...	730A-Huma...	730B-Huma...	730B2-HR B...							40.00		
Dominguez...	ADF-Human...	730A-Huma...	730C-HR Ser...	730B5-HR S...							40.00		
Cox, Coleen A	ADF-Human...	730A-Huma...	730B-Huma...	730B6-HR B...							40.00		
Carreon Oc...	ADF-Human...	730A-Huma...	730E-Emplo...	-									
Bearden, Br...	ADF-Human...	730A-Huma...	730C-HR Ser...	730B5-HR S...									

Anderson, Olivia L

General Information

Manager
Rickman, Jamie E

Primary Job
8/14/2025 - Forever
UNM/ADF-Human Resources HR/730A-Human Resources/730B-Human Resources Department/730B1-HR Administration/Professional Support Intern

Timekeeping

Accruals

Add punch Add paycode **Go to** Sign-off Approve timecard

Timecard
Schedule
Reports

10

Once all missed punches are resolved (if applicable), review for approvals.

'Employee Approval Status' and 'Manager Approval Status' will have one of the following:

- **Blank:** Typically indicates that the timecard has not been signed off by **either** the employee **or** supervisor/manager or is not applicable for that record.
- **NONE:** The timecard or schedule is still open for edits and has not been approved by **either** an employee **or** supervisor/manager.
- **FULL:** Indicates who has approved the timecard.

The 'Approving Managers' column will show the name of the manager who approved the timecard. This may be helpful when a manager has delegated authority.

The 'Sign Off Date' will show when the Org Manager has signed off on the timecard.

The 'Sign Off Through Date' typically indicates the **last date through which the timecard has been signed off.**

Full Name	Org 3	Org 5	Org 6	Employee Approval Status	Manager Approval Status	Approving Managers	Sign Off Date	Signed Off Through Date	Totals Up To Date In...
t1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
ia	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
ia L	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
Stephany J	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
ndra C	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
ira	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
dia	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	851D-HR Employee Wellness	-					1/01/1901	✓
n F	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
c Marleentest1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
. Sandrazest1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...	FULL	NONE			1/01/1901	✓
Elenatest1	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
test 2	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
ine A	ADF-Human Resources HR	730A-Human Resources	730C-HR Services					1/01/1901	✓
n G	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...	FULL	FULL	Luhman, Emily H		1/01/1901	✓
l	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
D	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓
nan J	ADF-Human Resources HR	730A-Human Resources	730B-Human Resources Depart...					1/01/1901	✓



Tip! Employees and supervisors should approve timecards before the Org Manager signs off. If approvals are required, the Org Manager should work with the supervisor/manager to obtain approvals before signing off.

11

After the timecards have been approved by the employee and supervisor, the Org Manager can **sign off** on the timecards. Click 'Select All' or "☑" header to select all employees for sign off. Alternatively, to approve select timecards, click the individual box to the left of an employee's name, under the check mark "☑" column.

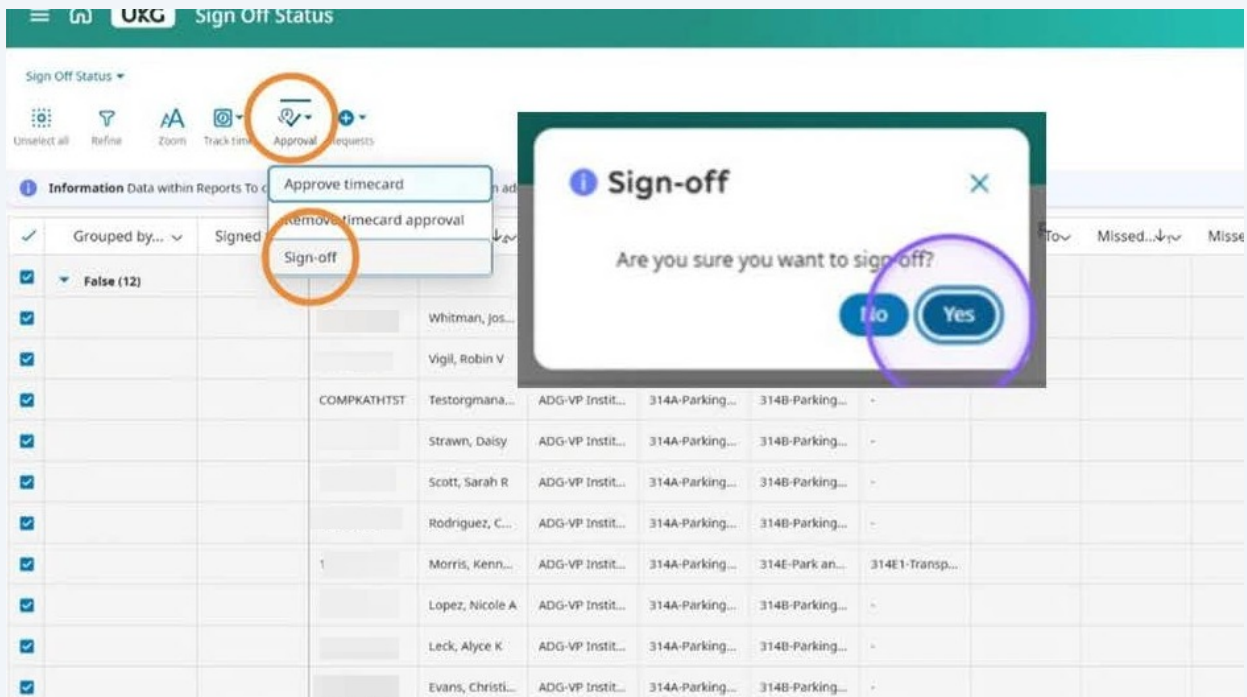
Timecards not signed off by the Org Manager will not be submitted to Payroll, and the employee will not be paid.

The screenshot shows the 'Sign Off Status' interface. At the top, there is a teal header with a home icon, the 'UKG' logo, and the text 'Sign Off Status'. Below the header, there is a 'Sign Off Status' dropdown menu and a toolbar with icons for 'Select all', 'Refine', 'Zoom', 'Track time', 'Approval', and 'Requests'. A blue information banner states: 'Information Data within Reports To cannot be retrieved. Contact your system administrator.' Below this is a table with columns: 'Grouped by...', 'Signed Off', 'Employee...', 'Empl...', 'Org 3', 'Org 5', 'Org 6', 'Org 7', 'Reports To', and 'Missed...'. The table has a header row with a checkmark icon and a 'False (12)' dropdown. The first row of data is highlighted with a red box around the checkmark icon. The second row of data has a red circle around its checkmark icon. The table lists employees such as Whitman, Jos..., Vigil, Robin V, Testorgmana..., Strawn, Daisy, Scott, Sarah R, Rodriguez, C..., Morris, Kenn..., and Lopez, Nicole A.

☑	Grouped by...	Signed Off	Employee...	Empl...	Org 3	Org 5	Org 6	Org 7	Reports To	Missed...
☐	False (12)									
☐				Whitman, Jos...	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Vigil, Robin V	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐			COMPKATHST	Testorgmana...	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Strawn, Daisy	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Scott, Sarah R	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Rodriguez, C...	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Morris, Kenn...	ADG-VP Instit...	314A-Parking...	314E-Park an...	314E1-Transp...		
☐				Lopez, Nicole A	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		
☐				Lopez, Nicole A	ADG-VP Instit...	314A-Parking...	314B-Parking...	-		

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To sign off on selected timecards, click on 'Approval' and then 'Sign-off'. A pop-up will display to confirm the decision to sign off. Click 'Yes' to complete sign off.



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To see recent changes, refresh your screen by clicking the circular arrows icon located next to Hyperfind. Click the drop-down arrow in the 'Grouped by...' column and select the False/True status to display all employees. In this example, the 'True' drop-down has already been clicked, indicating the employees whose timecards have been signed off by the employee, supervisor, and Org Manager.

--End--

